



## **PROCEDURE FOR OBTAINING COMPLETION CERTIFICATE**

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1. The Members are requested to apply and obtain the completion certificate of their houses / buildings from DHA.
  - a. 2 x identical colored photographs of front elevation of house / building on photo paper (6" x 4" Size) showing complete elevation including berm area / driveway and paved area etc. In case of corner plot, 2 x additional photographs (6" x 4" Size) of side elevation are also required.
  - b. 2 x Set of approved drawing (Ammonia Prints).
  - c. Original paid challan on account of Completion Certificate Fee.
  - d. Photocopy of DHA Letter regarding Sewerage Opening
  - e. Photocopy of CNIC of the Owner / DHA Special Power of Attorney Holder.
2. It is also advised that the members who have made changes / deviations from approved drawing should submit as-built drawings to regularize the construction before applying for Completion Certificate.
3. On receipt of application for Completion Certificate, DHA field staff will inspect the house / building to ascertain the factual position. If the House / Building is as per approved drawing and contains no construction violation, the Completion Certificate will be issued immediately otherwise observations will be communicated to the member.

**Director Building Control**  
DHA Multan